

## **Executive Administrative Assistant 1**

State of Tennessee  
Department of Human Resources

The mission of the Tennessee Department of Human Resources (DOHR) is to provide strategic human resources leadership and partner with customers for innovative solutions.

DOHR is seeking to fill the position of Executive Administrative Assistant 1. This position is stationed in Nashville and will work in the Office of the General Counsel.

### **Duties and Responsibilities**

- Assist with the review and analysis of Step II appeal reviews for the Commissioner; Communicate with agencies and employees regarding the status of the appeals and gather information from both agencies and employees to assist in making a recommendation to the Commissioner; Maintain the Step II Appeals data and reporting system.
- Serve as the Coordinator of the State's Mediation Program through intake of requests; contact the agencies and employees to determine willingness to participate in mediation, explain the mediation program and coordinate the mediation. Participate in educational and promotional activities for the mediation program.
- Conduct investigations under the direction of the Equal Employment Opportunity (EEO) Director by conducting interviews pursuant to the state's workplace discrimination and harassment policy and draft memoranda detailing the investigation.
- Serve as backup for the Board of Appeals Administrator.
- Assist with Special Projects as assigned by the Assistant Commissioner/General Counsel.

**Qualifications:** Graduation from an accredited law school. Active Law License preferred.

All interested candidates should submit a resume to:

Lisa Spencer  
Assistant Commissioner – HR Operations and Organizational Performance  
TN Department of Human Resources  
505 Deaderick Street, 1<sup>st</sup> Floor  
Nashville, TN 37243  
[lisa.spencer@tn.gov](mailto:lisa.spencer@tn.gov)

**The State of TN is an Equal Opportunity Employer**